



Town of Rowe
Board of Selectmen Minutes
Thursday, March 26, 2020 –6:30 p.m.
VIA TELECONFERENCE

This meeting will be held via video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law.

REMOTE PARTICIPATION INFORMATION:

Meeting Host: zoom.us

Meeting ID: **889-588-470**

Open to the Public

Present: Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman and Executive Secretary Janice Boudreau

Audience: Joanne Semanie, Paul McLatchy III and Herb Butzke

- I. 3/26/2020 Agenda
- II. **Call to Order:** The meeting was called to order by Vice-Chair Morse at 6:30 p.m. via remote participation.

Roll call vote to call to order:

Chair Sokol: Yes

Vice-Chair Morse: Yes

Selectman Silva: absent

- III. Announcement of recording devices: two
- IV. Meeting Minutes: 2/13/2020
- V.

MOTION TO ACCEPT MINUTES OF 2/13/2020: Following review, Vice-Chair Morse made a motion to accept the Minutes of February 13, 2020 as amended. The motion, seconded by Chair Sokol, was accepted.

Roll call vote:

Chair Sokol: Yes

Vice-Chair Morse: Yes

Selectman Silva: absent

- VI. Noteworthy Announcements – None
Selectman Silva joined the meeting at 6:40 p.m.

- VII. Selectboard Business

New Business

1. **EMD Resignation:** There was discussion about the resignation of the Emergency Management Director (EMD) Brandon Sprague effective April 1, 2020. Chair Sokol said that in the weekly meeting with the Board of Health following the MA Dept. of Health

Meeting, that there was a recommendation for Herb Butzke who had expressed interest in the position. Vice-Chair Morse explained the Incident Command System training requirements and said that Jeff Simmons, a firefighter that was most qualified, might be interested. It was decided to ask Fire Chief to attend the meeting next week to discuss further.

2. Rowe Emergency Preparedness in Response to the Corona Virus Outbreak and Public Health Emergency: Ed Silva expressed concern that the State of Emergency order declared by Chair Sokol was not finalized with full board approval. Chair Sokol agreed that the communication was lacking and explained the situation was extraordinary and that he would strive to better communicate moving forward.
3. 2020 Municipal Election Decision: There was discussion about Town Clerk's memo regarding the MA legislative bill enacted allowing for the delay of the municipal election and town meeting. It was decided to postpone the Town Meeting to June and delay the decision to delay the election until April 9, 2020. The town election delay would cause the incumbents to remain in office until after the election. Vice-Chair Morse, whose term is up, said she would be willing to serve in office until after the election could be held.
4. FY21 Budget Finalization: Following discussion, it was decided to attend the Finance Committee meeting on March 31, 2020

B. Old Business

1. Continued discussion:

- a) Treasurer: It was decided to draft a letter to the Treasurer for next meeting with concerns.
- b) Yankee Road: It was noted that the road continues to deteriorate. The funding for a portion of the repair was approved by the State House of Representatives and was at the Senate. If approved a \$740,000 would be available. That would leave a shortfall and there was discussion about including it in the town budget.
- c) Unemployment Insurance: It was noted that there had not been a decision made as to whether to continue paying the Unemployment Insurance as needed or pay into a pool that could be a known amount that could be budgeted for. There was some information needed from the Treasurer confirming the amount to be budgeted.
- d) Potential Town Administrator Position: Selectman Silva presented a draft job description for the Board to review.
- e) Facilities Inspector (variation on facilities manager)
- f) Emergency Plan

C. Contracts/Agreements

1. Charlemont Agreement for Sharing Fire Chief: The Board reviewed the Intermunicipal Agreement Between the Town of Charlemont and the Town of Rowe Regarding Fire Chief Employment.

MOTION TO SIGN AGREEMENT: Vice-Chair Morse made a motion to sign the Intermunicipal Agreement Between the Town of Charlemont and the Town of Rowe Regarding Fire Chief Employment. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3/0/0)

Roll call vote:

Chair Sokol: **Yes**

Vice-Chair Morse: **Yes**

Selectman Silva: **Yes**

VIII. Unforeseen Business (within preceding 48 hours)

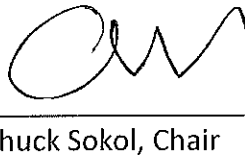
IX. Adjournment 8PM or thereabout

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: April 9, 2020

Approved:



Chuck Sokol, Chair



Selectman Jennifer Morse, Vice-Chair

Selectman Ed Silva

Documents:

1. Agenda 03/26/20
2. Draft Minutes of 02/13/20
3. Draft Minutes of 03/13/20
4. Executive Secretary Letter to Board of Selectmen re: Administrative Positions
5. Town Organization 2007
6. Town Organization Administration - Draft Update
7. Town Organization Draft Update
8. Job Description – Draft Town Administrator – by J. Boudreau
9. Job Description – Draft Assistant Town Administrator- by Paul McLatchy III
10. Job Description – Draft Town Administrator by E. Silva
11. Job Description – Draft Town Administrator Assistant by E. Silva
12. Job Description - Town Administrator – Town of Tyringham
13. Job Description - Town Coordinator – Town of Colrain
14. Draft Job Description – Town of Ashfield
15. Job Description – Town of Cheshire
16. Town of Deerfield MA – Town
17. Memo from Town Clerk re: Municipal Elections

Contracts/Agreements/Documents Requiring Signature:

1. Intermunicipal Agreement Between the Town of Charlemont and the Town of Rowe Regarding Fire Chief Employment